

**Charter Transition Team Meeting
December 18, 2007
4:30 PM
Library Conference Room, 6th Floor**

Attendance:

Members: Gary Bischoff, Chairman
Legislator Robert Parete - *absent*
Legislator Phil Terpening
Legislator Wayne Harris
Dr. Gerald Benjamin, SUNY New Paltz - *absent*
Marianne Collins, SUNY Ulster - *absent*
Louis Klein, Attorney

Staff: County Administrator's Office – Arthur Smith
County Attorney's Office – Bea Havranek, Eric Stock
Buildings & Grounds – Vic Work, Administrative Manager

Public: Tom Kadgen, Emily Johnson and Renee Sachs – LWV;
Alan Wickman; Dennis Pitcock

Press: Hugh Reynolds

Highlights:

- 1. Administrative Code/ Codification efforts**
- 2. Response to Recommendations of Jail Report**
- 3. Financial Organization**
- 4. Org Chart/ Space Plan**
- 5. State Rep**
- 6. Other**

Wayne Harris opened the meeting at 4:40pm (Gary arrived shortly thereafter).

1. Administrative Code – Bea reported the Commissioner of Finance is almost done. Comptroller will follow. Health Department and Mental Health are near completion too. Bea covered the changes from last month's meeting to pages 9, 13 & 25 with handouts distributed. Two changes are based on recommendations of Jail Investigation Report regarding change orders and standard policy for meeting minutes.

2. Response to Jail Report – Gary spoke about recommendations from John Mavretich and how recommendations are/will be addressed in Administrative Code.

3. Financial Organization – Bea continues to work with Adele Reiter and Lisa Cutten on the Charter's Financial Procedures.

4. Org Chart/ Space Plan – Vic Work, Administrative Manager of Buildings & Grounds, reported:

- No room on the 6th Floor without moving chambers and conference rooms.
- There is no standard for office/cube space approved by Legislature.
- Preliminary report from C & S Companies due in January – then will be presented to Legislature.
- Need for more space throughout the county for growth in staff.

5. State Representatives – Gary distributed a letter from Assemblyman Clifford Crouch, which stated there is no money available right now for the Charter conversion, but he is working on our request. **see attachment**

6. Other – Gary wants to go over completed portion of Administrative Code with the Legislature. Gary and Bea will get together with Clerk of Legislature to try to schedule time in January or February.

7. Public Comment – The committee addressed a proposal by Alan Wickman to add the definitions of ‘Effective’ and ‘Efficiency’ to the Administrative Code. There was extensive discussion of advantages / disadvantages of adding definitions. Gary made a motion to include definitions in the Administrative Code, 2nd by Phil Terpening. Motion failed with a 0-4 vote.

Meeting adjourned at 5:30pm.

Date of next meeting is Tuesday, January 22, 2008 at 4:30pm.